



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Administrative Analyst 4 [Classified Competitive]</b>			Salary <b>R29 \$81,979.98 - \$116,912.67</b>
Posting Number <b>204-22</b>	Position Number <b>937133</b>	Number of Positions <b>1</b>	Posting Period * From: <b>03/02/22</b> To: <b>03/16/22</b>
Location: <b>Division of Management and Administration Accounting and Procurement 55 North Willow Street, Trenton, NJ 08618</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>The Administrative Analyst 4 will supervise the day-to-day process and approval of expenditures for the Department of Health encompassing Central Charges, Departmental and Inter-Departmental charges, Grant, and Vendor payments ensuring proper accounting and funding is consistent with budget authorities for each appropriation. Will supervise and coordinates Department Accounts Payable staff's work performance and has the responsibility for effectually recommending the hiring, firing, promoting, demoting, and disciplining of employees.</p> <p>The position will apply final approval of financial documents in the NJCFS and MACSE systems, perform cost benefit analysis on data from reports to make evaluations and recommendations to programs when needed, and prepares concise financial reports utilizing financial database software (Business Objects) ensuring that all information is accurate and reconciled to the NJCFS and MACSE systems.</p> <p>The position will review requests for use of State and Federal funds for orders for the Division of Management &amp; Administration maintaining required budget controls and detailed records ensuring expenditures do not exceed appropriations. Will act as Motor Vehicle Coordinator for the Department of Health, maintaining and reporting to the Department of the Treasury Central Motor Pool mileage records, motor vehicle violations and accident reports and work with Treasury to ensure that all vehicles are properly maintained. Will analyzes records to evaluate vehicle usage in accordance with operating program requirements and structure and recommends assignment modifications to effectuate maximum utility of all vehicles.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EREQUIREMENTS:</b></p> <p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b></p> <p>Four (4) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</p> <p><b>NOTE:</b> A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"><li>• Forward the required documents electronically to: <b>PSTMA@doh.nj.gov</b></li><li>• Mail the required documents to: <b>Kevin Jennings, Supervising Mgt. Impr. Specialist Management and Administration</b></li></ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"><li>• cover letter</li><li>• resume</li><li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li></ul>			

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
- *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- **RESUME NOTE:** Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.